Cataloging Procedures

The online union catalog (Destiny) consists of Machine Readable Cataloging (MARC) records and copy records. MARC records belong to every library in the district. Changes made to one MARC record affect every school library media center’s records. Therefore, MARC records must remain standardized using AACRII Cataloging rules and Sears subject headings, and contain no local information in the 900 tag to allow everyone to effectively use the same record.

Copy records are attached to the MARC records and contain information pertaining to an individual school library media center, such as a unique barcode for the material, collection code, call number, price, categories, etc. Local information pertaining to an individual school may be added to the **copy** record without affecting records or reports in other schools.

Databases of MARC records are available to help with cataloging. When adding records, MARC record choices may come up from Alliance+, Library of Congress (LC), or another database. Alliance+ MARC records most closely follow Sears subject headings, whereas Library of Congress records use LC subject headings and may not be as complete. If an LC record is the only record available, it may be adapted for use.

The following steps are outlined for adding materials to the Destiny catalog:

1. Locate an existing MARC record within the Destiny online catalog

• Search the catalog using the ISBN number

• Search the catalog using the title

• Search the catalog using the author’s name

• Search the catalog using a keyword or subject

If an acceptable record is found in the catalog, attach the new material to the MARC record by selecting “Add Copy”. If an acceptable record is not found, go to step #2.

2. Add the MARC record from Alliance +

• Click on “Add record”

• Search the catalog using the ISBN Number

• Search the catalog using the title

• Search the catalog using the author’s name

• Search the catalog using a keyword or subject

If an acceptable record is found in Alliance+, save the record to the district catalog. Attach your copy to the new record. If a record is not found in Alliance+ wait a week for new publications and see if the record appears in Alliance+ or in the district catalog.

3. Import MARC records from a vendor disc only IF YOU MUST. . . (not all vendor records are in the proper format, nor are they complete)

• After uploading records from a disc, print a report of the upload and check all newly created imported records for duplications

• If the MARC record imported is a duplicate of one already in the catalog, delete